

Ilmington Parish Council

Minutes of an Ordinary Meeting of the Parish Council held in the Village Hall on Thursday 25th February 2016

Present: Cllr. G. Davies, Cllr R. Hawkins, Cllr J. Sherwood (Chair), Cllr G. Osborne, Cllr. R. Chambers.

Also present: County Cllr I Seccombe, Gill Bailey Clerk and 6 members of the public

Cllr Sherwood welcomed everyone to the meeting, explained the proceedings and advised that a member of the public was recording the meeting.

1. APOLOGIES FOR ABSENCE

Apologies were received and accepted from District Cllr M. Brain, Mike Lane and Joyce Bridges.

2. DECLARATION OF INTERESTS

Cllr Sherwood declared an interest in planning application 16/00161/FUL as she lived in a neighbouring property. No other Declaration of Interests was received.

3. PUBLIC PARTICIPATION SESSION

- Mr Fred Edmunds said that the Sports & Social Club Committee would like to place an order with DW Clarke Drainage to spray the grass in the Playing Field in April or May.
- Cllr Osborne explained the procedures for the Sports & Social Club Committee to place the order through the IPC and suggested that he liaise with Martin Devereux (Sports & Social Club) regarding IPC / HMRC protocols. He said that he should send a quote to the Clerk with a cheque for the net amount and then she could place the order. IPC could claim the VAT back, following the HMRC guidelines. Cllr Sherwood advised that the Internal Audit last year had confirmed that IPC should follow the current guidelines issued by HMRC for claiming VAT.
- Claire Brundle advised that the Sports & Social Club had held a successful meeting on 12th February with two representatives from the IPC being present as well as members of the Committee.
- Ms Brundle requested a meeting with IPC regarding the various maintenance issues which had arisen. She would like clarity on the responsibility for maintenance issues which had arisen and how much assistance the IPC could give the Committee with regards to improving the toilet facilities, the changing rooms etc. Cllr Osborne noted that the PC was currently following the convention established many years ago whereby the PC undertook maintenance of the exterior envelope of the Pavilion and the S&SC did so for the interior of the building but confirmed that the PC was prepared to attend a meeting to discuss the various issues.
- Ms Brundle confirmed that the sub-club meeting was cancelled and had been rearranged to 6th April.
- Ms Brundle asked the Clerk if she could provide a copy of the IPC insurance policy. Cllr Osborne noted that there was no point in the Sports & Social Club and various sports clubs holding overlapping insurances as the IPC and suggested their policies be reviewed with the objective of ~~to~~ avoiding overlaps and unnecessary payments.
- Ms Brundle advised that Calor were due to carry out a service to the boilers. The cost would be £120.00 plus VAT for both boilers. Cllr Osborne advised that a quote be requested for replacement of the filters and a cheque for the net amount paid to IPC by the Sports and Social Club and then the Clerk be requested to place the order.
- Ms Brundle gave a copy of the Sports and Social Club Accounts for 2015 to the Clerk, together with a brief outline of findings of the Electricians Inspection. Cllr Osborne asked Ms Brundle about the fuse boards and how immediate a repair would have to be carried out. She advised that it was classed as a Level 2 so there was no immediate danger of a potential risk. Ms Brundle confirmed that when she had received the final Report she would forward it on to the IPC.
- Mrs Annabel Rowan said that the IPC had submitted a response of No Representation to her planning application: 16/00222/FUL – 6 Windmill Close and asked if they could consider changing their response to Support. Mrs Rowan was concerned that that if the application were refused by the Case Officer, it would not trigger a response for the SDC planning committee.

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- The Clerk advised that the date for responses was 19th Feb, so the IPC could not re-submit a response.
- Cllr Osborne suggested reviewing IPC's approach to planning application responses at the next Planning Working Group meeting. Cllr Sherwood said that if the IPC were to either support or object to an application they had to give material planning reasons to back up their comments.
- Cllr Seccombe advised that if an application did go before the SDC planning committee representatives from the IPC had to attend the meeting in support of their comments. Cllr Seccombe suggested that Mrs Rowan speak to District Cllr Mike Brain.

4. MINUTES

The minutes of the meeting held on 21st January 2016 were confirmed as a true record and signed by the Chair. The minutes were then unanimously approved by those Councillors present.

5. COUNCIL REPORTS

Clerk to report on Councillor Vacancy

The Clerk reported that she had not received any applications to date.

CLLR SHERWOOD

Clerk Vacancy Adverts

- Cllr Sherwood confirmed that she had advertised the position of Clerk in 20:20, the IPC web site and Notice Boards and WALC. She had received one phone call to date but no application had been received. Cllr Sherwood and the Clerk would liaise regarding the provision of a temporary Clerk.

Nominating an IPC Member as a Representative for the Village Hall Committee

- Cllr Davies agreed to become the IPC Village Hall Committee representative. The Clerk would advise, Chris Goble (Village Hall Committee Chairman) and that Cllr Davies did not have email facilities.

Moving the Annual Parish Council Meeting to an alternative date

- Cllr Sherwood reported that Cllr Osborne was on holiday on 26th May when the Annual Parish Council Meeting was due to be held. It was agreed to move the meeting to 19th May depending on Village Hall availability. The Clerk to check availability.

Tesco Bags for Help – Grant Funding for the Skateboard Park

- Cllr Sherwood reported that the IPC had applied for funding from Tesco Bags of Help local grant scheme for the replacement of the removed skateboard ramp with a small scale Basketball /Football area that was estimated to cost in the region of £7-9,000.
- She advised that the IPC was one of three local organisations in our region to be nominated for the grant funding and will receive £8,000 however, it would be possible to achieve up to £12,000.
- Cllr Sherwood said that in order for the IPC to receive the grant funding, members of the public needed to vote for the project in either the Tesco at Moreton in Marsh or Stow on the Wold between 27th February and 6th March. She invited everyone to tell their family and friends to vote.
- Cllr Sherwood thanked Claire Sharratt for her support in forwarding the details on to the School for distribution to parents. She suggested that a poster could be placed in the Pavilion and said that she would email Claire Brundle with the details.

Tempo Events

- Cllr Sherwood reported that she had received a phone call from a Parishioner who had complained about the amount of traffic and damage caused by cars parking on verges from the Events.
- The Series was now complete and the number of runners in October had been 330, November 333, December 376, January 323 and February 354. The total revenue for the Series was £857.50. Tempo had sent a cheque for £338.50 for the January and February Events.

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- Tempo had emailed and said that it was the most successful Winter Series ever and said that although the agreed limit was 300 entrants, they would like to raise it to 350 next year. We have an email on file which stipulates between 200 – 250 entrants.
- The number of cars for the February race had been 200, with 51 in the Playing Field Car Park, 6 in the field by the tennis courts, 55 along Mickleton Road and 94 parked in Back Street. She said that elderly people had walked in the middle of the road on Back Street as most cars were parked on the pavement. Based on the last race 58% of the entrants bring cars and if the number of entrants were limited to 200-250 this would reduce to 115-145 cars.
- Tempo had tried to look after the Pavilion, publicised the Howard Arms and the Community Shop, put cones on the corner of Back Street and Mickleton Road, put signs up showing a one-way system and eventually stopped parking in the field by the tennis courts, they did not adhere to the original agreement with regards to the number of participants being a maximum of 250.
- Cllr Sherwood advised that she had checked with Highways and SDC and race organisers only need a licence if there is a road closure. The Police can be called if there are obstructions to the highway.
- Tempo are licenced with Run Britain and, though not legally binding, this ensures that the Events meet certain standards such as health and safety, advising local authorities etc. The Winter Series licence was licenced for 300 runners. Tempo advised Run Britain that there were 200 participants last year and expected 250 this year. When Tempo re-apply for their licence this will be automatically flagged up.
- Cllr Sherwood asked what kind of agreement the IPC should have with Tempo as there was a need to balance the views of Parishioners and the revenue the Events bring to the Village.
- Cllr Osborne noted that this Series was used as a trial and it had been made clear to Tempo that there were no guarantees that IPC would support future Events. He said that the IPC had only received two complaints and the remainder of the Village appeared to take a more sanguine view. There were a number of issues with the organisation of the races, including parking and access onto the Playing Fields. The extensive parking along Back Street meant that Emergency vehicles would have had difficulty gaining access to a property if needed.
- Cllr Osborne said that further discussions were required with Tempo with a definitive limit on the number of entrants and no entries on the day. The car parking issue needs to be resolved with a substantial proportion of cars parked "off road". The quality and the control of marshalling should also be improved.
- Cllr Davies asked Ms Brundle who cleaned up after an Event and Ms Brundle confirmed that the Sports & Social Club had to pay the cleaner for an extra two hours on average.
- Following a discussion, it was agreed that a response to the email received from Tempo be drafted, highlighting the issues and suggesting a meeting to resolve some of the problems.

Parishioner Comments Received

- A thank you from Angus Chambers on behalf of the PCC for the donation to the maintenance of the Church Yard.
- A Parishioner who had said that she had almost had an accident manoeuvring around Upper Green where it meets Front Street as it has been eroded by so many cars.
- A Parishioner had complained about the amount of dog waste in the Church Yard. Cllr Sherwood agreed to put another notice in the parish magazine and 20:20 to remind dog owners to pick up their dog waste, especially in the Church Yard as a mark of respect for those who have lost loved ones.
- She received a copy of an email to SDC Housing on behalf of a parishioner highlighting their concern over the selling of social housing by Orbit on Bennett Place and other issues.

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Neighbourhood Development Plan

- An initial meeting had been organised for 17th March in the Village Hall lounge at 7.30 pm for those who had expressed an interest in participating or being on the Steering Group. However, everyone needed to be aware that there will be rehearsals in the main Hall.

Update: Highways Issues

- Cllr Sherwood and Cllr Davies had met the Highways District Surveyor, Jeff Morris who agreed to report back with what had been agreed and the actions that he will take.
- Mr Morris reported that the Armscote Road re-surfacing was being progressed now that that the proposed Armscote development has been withdrawn.
- Mr Morris reported that the Forestry Dept of Highways were happy for the leylandii on the corner of Armscote Road and Front Street to be felled as the culvert may be blocked or affected by its roots.
- Mr Morris said that the provision of a path around the Stratford end from Front Street to Back Street would cost around £30,000. Although he supported the idea, it was not a priority for Highways at this time but suggested requesting funding through a S106 agreement from any future development.
- Mr Morris suggested a kerb off-let to address water pooling on Front St by Lower Green.
- Mr Morris confirmed that the pavement in front of The Red Lion was in a poor condition and Highways responsibility. He would look in to resurfacing that area.
- The potholes at the bottom of Upper Green which have recently been filled were only meant to be a temporary measure and were due to be filled again. The road would need to be completely resurfaced at some time. Cllr Osborne questioned whether this was an appropriate way to spend tax payers money as the in-filling only lasted three weeks.

CLLR Davies

Update: Highways Issues

- It was agreed to put this item on the next agenda, together with replacement Salt Bins.

Update: Handyman: Small jobs/Benches

- Mr Fred Edmunds confirmed that he would carry out the work necessary to the bench near to The Pound. Cllr Davies reported that a bench had been installed with a plaque on it in front of the Community Shop which had been donated to the Village.
- Cllr Davies confirmed that following receipt of quotes for felling the Leylandii opposite the Village Hall, a contractor had been appointed and would commence the work on Monday.

CLLR HAWKINS

Update: Signage to the Village Hall, Community Shop, Playing Field & Church

- Cllr Hawkins reported that he would update everyone on progress with regards to the above at the next meeting.

CLLR CHAMBERS

Neighbourhood Development Plan

- Cllr Chambers reported that IPC had submitted an application and boundary map to SDC for consideration as the first stage in developing the plan.

CLLR OSBORNE

Update: Handrail on Path to Community Shop above Grump Street

- Cllr Osborne reported that the Community Shop Committee had appointed a contractor. He said that he understood that the works were due to commence on site next week.

Upper Green condition / parking area by Community Shop

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- Cllr Osborne agreed to produce a feasibility study and specification for the work that has to be completed and look into whether grass matting and posts would work in this area, particularly as trade vehicles are getting bogged down.

6. CORRESPONDENCE

- i. Email: Successful Receipt of Online submission to HMRC
 - ii. Letter & Brochure: Public Health Warwicks – Neighbourhood Development Planning for Health
 - iii. Tesco Groundworks – Grant Applications + response X 2
 - iv. Tempo Events – Invoice Sent from IPC
 - v. Email: Defib Group + response from IPC
 - vi. Letter: from IPC to SDC (Precept Request)
 - vii. Email: Homeinstead re: carers in Ilmington
 - viii. Email: WALC re: External Audit for Smaller Authorities
 - ix. Cllr Chambers: Plan of Ilmington Parish Boundary
 - x. Email: Maxwell Amenity re: change of Bank details
 - xi. Email: Age UK – Impact of Care-Giving on Loneliness and Isolation
 - xii. Letters X 2 – SDC re: Planning Applications : 16/00201/FUL & 16/00161/FUL + Amendment
 - xiii. Email: A. Wilson-Patterson re: Web Wise Courses
 - xiv. Letter: HSBC: Change in Conditions to Business Banking
 - xv. Letter: The Shakespeare Hospice requesting support
 - xvi. Letter: Pensions Regulator
 - xvii. Emails: Re: Felling Dangerous Ash Tree on Playing Field (Robin Freeman)
 - xviii. Emails & Tenders Received – via GO re: Tree Felling (Foxcote Hill)
- Correspondence for information only (circulated to Members)

7. PLANNING

It was **RESOLVED** to make the following comments on planning applications received:

Application no.	Proposal	Address	Submitted by	Comments due by / decision
14/01089/FUL	Erection of 11 dwellings & garages – including 4 affordable units and associated access road and full treatment plant (and the proposal requires the diversion of a public right of way)	Land Off, Armscote Road, Ilmington	Mr P Coton – Stratford Homes	Withdrawn
15/01949/TEL28	Proposed removal of 11 antennas and the installation of 6 antennas and 1.06m dish	Warwick Police Transmitter Station, Ilmington		Pending
16/00006/FUL	Erection of one dwelling & detached garage	Land Adjacent Crab Mill, Grump Street, Ilmington	Mr & Mrs C Payne	IPC Commented – See SDC Web Site
16/00201/FUL	Erection of a new dwelling with associated hard and soft landscaping	Land to NW of Foxcote Hill, Ilmington	Mrs S Jones	IPC Commented – See SDC Web Site
16/00222/FUL	Extension to existing single storey structure, an enlargement of the existing entrance porch, alteration to existing single storey elevation on the North elevation and insertion of 4 no. roof lights	6 Windmill Close, Ilmington	Mrs A Rowan	No Representation
16/00161/FUL	Erection of one dwelling with associate landscaping and new vehicular access	Middlebrook House, Mickleton Road, Ilmington	Mr I Barnard	Amendment Received.
16/00324/FUL	Demolish existing kitchen extension and	2 Front Street,	Mr G	No

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	erect new single storey rear extension and front porch	Ilmington	Wheaton	Representation
16/00284/VARY	Application for variation of condition 7 imposed on planning permission ref: 13/01667/FUL for change of use of land for the creation of a new vehicular access and new driveway including gate piers – approved 13/09/2013.	Southfield Farm, Compton Scorpion, Ilmington	Mr R Whorrod	No Representation
16/00368/TREE	T1: Ash Tree: Fell	Barclay House, Middle Street, Ilmington	Mrs L Morris	No Representation
16/00199/LBC	Re-wiring of the Building	2 Spring Field Cottages, Grump Street, Ilmington	Mr M Parmar	No Representation
16/00479/FUL	Alterations to the garage, new door, new gable window and 2 No. Velux windows	The Bull Pen, Hurdlers Lane, Ilmington	Mr P Misson	No Representation

- 16/00222/FUL – Cllr Sherwood reiterated to Mrs Rowan that it was too late to re-submit a response to the Case Officer regarding her application. Cllr Hawkins reiterated that she contact District Cllr Brain for advice on how to proceed. Cllr Osborne suggested introducing some parameters on IPC representations to planning applications so that there is a clear understanding of their implications. It was agreed to discuss this issue at a future Planning Working Party meeting.
- 16/00161/FUL – Cllr Sherwood read out a letter received from the applicant regarding the objection IPC had submitted in respect of the application expressing concerns they had with materials, design, environmental factors and highways implications. The applicant requested IPC to reconsider their submission and indicated that they would be happy to work together to find a resolution. Cllr Sherwood also advised that IPC had received an email from the Case Officer.
- Cllr Osborne advised that there were three main reasons for objecting; the design of the proposals, visibility splays due to the harm that may be caused to existing trees and hedges and the fact that the risk of major flooding in the area may be exacerbated.
- Cllr Chambers advised that it was possible to request conditions for the second and third concerns, mentioned above; however, you could not condition the design aspect of the proposed development.
- Following a discussion, it was agreed that members of IPC meet with the planning consultant for the applicant, Steve Bromley. It was also agreed that Cllr Osborne should respond to the email the Case Officer had sent mentioning the concerns that IPC has and suggest meeting with the developer to discuss a way forward.
- It was also agreed that the Clerk would send a letter of acknowledgement to the applicant and confirm that IPC is in discussions with the Case Officer.
- Cllr Osborne mentioned that a Parishioner had mentioned that there seemed to be a lot of tree felling on Campden Hill and Cllr Hawkins responded by advising that he was in the process of clearing a fallen Ash Tree and that to his knowledge that was the only felling in the area.
- **Note : Planning Application: 16/00495/TREE – Hope Cottage, Front Street, Ilmington**
T1 – Removal of one tree stump to front : T2 – Apple trees X 2 : Deadwood – Cherry : Pollard
The above application was received following publication of the agenda. Cllr Davies reported that he would carry out a site visit as the plans were not clear and confirmed that he would advise the Clerk prior to the response date.

8. REPORTS FROM COUNTY COUNCILLOR & DISTRICT COUNCILLOR

- Cllr Seccombe reported that the Women's Aviva International Cycle Race would take place on 16th June and the top teams in the Country, together with international teams who had signed up would be

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cycling through Ilmington and finish the race in Stratford on Avon. 330 visitors are expected to the area and Cllr Seccombe said that WCC was trying to engage the community and get the Schools involved. She confirmed that she would supply posters nearer to the date and Chris Eagan at WCC was liaising with Aviva regarding the race.

- The WCC budget had been set and WCC had to make savings of over £92m over a four year period. She said that for the next fiscal year a total of £32m of savings were to be made, however, there were transitional savings available of £3m each year to 2018 which had been given to WCC. The £3m worth of transitional savings for this year had already been mostly spent.
- Cllr Chambers asked if WCC had made a decision regarding joining the Combined Authority as WCC had previously rejected the proposals. Cllr Seccombe responded and said that SDC had agreed to join the Combined Authority as a non-constituent member. If WCC were to join they would have to do so as a full member and she was not convinced that it was in the best interests of Warwickshire residents as there was no benefit to be gained. Cllr Seccombe agreed that she would report further on this issue.

9. FINANCE

- Banking Options pursuant to HSBC Southam branch closure**
- Billing of Tempo Event** for January and February
- RESOLVED** to approve the receipts and payments set out in Annex A.

10. COUNCILLORS REPORTS OR ITEMS FOR FUTURE MEETINGS

- Cllr Hawkins asked if the IPC had charitable status and Cllr Sherwood responded by saying that IPC did not.
- Cllr Hawkins reported that he had entered into discussions with the Sports & Social Club regarding their non-payment of £369.80 VAT on an invoice they had submitted last year. He went on to say that the Club had made a loss last year and that there were not many members present at the AGM last week, however, it may not have been publicised well. He suggested that representatives from IPC should be present at the next Sports & Social Club meeting and that IPC could be in a position to facilitate a way forward together.
- It was agreed that rather than give the Sports & Social Club half of the funding from Tempo Events, IPC could subtract the amount owing for the non-recovery of VAT from the total amount owed. Cllr Sherwood advised that IPC would have to have a discussion with the Sports & Social Club regarding their accounts.

11. TO CONFIRM THE DATE AND TIME OF NEXT SCHEDULED MEETING

Ordinary Parish Council Meeting on Thursday, 31st March 2016, commencing at 7.30 pm at the Village Hall, Ilmington.

The meeting closed at 9.25

ANNEX A

The following payments were approved:

		Budgeted
• Mr B McFarlane – IPC Domain Name	£11.98	Yes
• Ilmington Village Hall – Hire of Hall (01.02.16)	£17.00	Yes
• Clerks Salary & Expenses to 20 th February 2016	£319.07	Yes
• Ilmington Village Hall – Hire of Hall (17.03.16)	£17.00	Yes
• HMRC – Tax and NI for the Clerk (Jan/Feb)	£147.80	Yes

Signed _____ Chairman

Date _____